

State of California  
California Commission on Teacher Credentialing  
Box 944270 (1900 Capitol Avenue)  
Sacramento, CA 94244-2700  
Telephone: (916) 445-7254  
Web Site: <http://www.ctc.ca.gov>  
E-mail: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)

FORM 41-4 (REV. 12/98)

**APPLICATION FOR CREDENTIAL  
AUTHORIZING PUBLIC SCHOOL SERVICE  
Instruction and Information Sheet**

**Remove this instruction section before you submit your application and keep it with a photocopy of the complete application packet until your document is in your possession.**

Applications not completely and accurately filled in and accompanied by all required supporting materials will be returned to the sender for completion. **If your application is returned to you at any point in the processing, you will need to follow the directions included with it and resubmit it in a timely manner.** You are responsible for providing the appropriate official transcripts, letters verifying experience, examination score reports, and other information needed to determine your eligibility for the current issuance of the credential each time you submit an application. Transcripts or other supporting materials sent separately from the application will be returned to the sender without further action. We do not maintain pending files and cannot match pieces of an application that arrive separately.

Throughout these instructions we will use the word "credential" to mean any type of credential, certificate, or permit we issue, unless the specific title of the document is important.

**SECTION 1: PERSONAL INFORMATION**

Type or print all information requested on this application form. Use your full legal name and be sure to list all former names, including your maiden name. Be sure to notify us in writing of an address change and include your full name and social security number so that we can quickly locate your file.

*The California Information Practices Act and the Federal Privacy Act* provide that agencies requesting information indicate the principal purposes for which that information is used. Your name, former names, social security number, date of birth, address, and telephone numbers are used to provide proper identification of your file and to contact you. Other information is used to determine your eligibility. Information displayed on the documents you hold or have held is public information except your SSN and home address. In addition, the Commission may share with past, present, or prospective employers or institutions of higher education all information provided with applications submitted by you through those agencies. All other information is personal and may be disclosed to the public only with your permission or in accordance with the law. The information is necessary for our agency to perform its duty under Education Code Sections 44200-44439, which authorize this work. If not furnished, your application may be denied, delayed, or returned for completion. If you do not have a social security number or are unable to provide your social security number for religious or moral reasons, you will be assigned a file number. You have a right to review personal information maintained on you by our agency unless access is exempted by law. The Director of Certification, Assignment and Waivers Division, 1900 Capitol Avenue, Sacramento, California 95814, (916) 445-7254, is responsible for the maintenance of this information.

**SECTION 2: TYPE OF CREDENTIAL -- A separate application form and fee is required for each credential for which you apply.**

Please indicate whether this is your FIRST TIME California credential (see next paragraph for information about fingerprint cards), a RENEWAL, or if it is a NEW TYPE of California credential you are applying for. If this is an EXCHANGE, please check "Other" and specify.

If this application is for your **FIRST CREDENTIAL** and you do not hold a Certificate of Clearance (the document required to enter student teaching in California), you must include a completed Character and Identification Clearance Form (41-CIC) and two fingerprint cards (form BID 7 revised 11/87 or later) with your application. There is a fee for processing fingerprint cards through the California Department of Justice and the FBI. See the attached fee schedule for current fee information.

**Credentials issued by the California Commission on Teacher Credentialing.** Write in the term and the title of the credential on the line provided in Section 2.

**Term:**

Emergency	Preliminary	Professional Clear
One-Year Nonrenewable	Clear	Limited Assignment Emergency
Internship	Professional	Certificate of Eligibility

**Title:**

Single Subject* ( <i>Departmentalized Classroom</i> )	30-Day Substitute Teaching Permit	Resource Specialist
Multiple Subject ( <i>Self-Contained Classroom</i> )	Designated Subjects	Adapted PE
Specialist Instruction	Adult Full-Time	CLAD Certificate
Agriculture	Adult Part-Time	BCLAD Certificate ( <i>list language</i> )
Bilingual	Vocational Full-Time	Child Development Permit/Children's
Early Childhood Education	Vocational Part-Time	Center Permit
Gifted	Special Subjects	Reading Certificate
Health Science	Supervision & Coordination	Special Center Permit
Mathematics	Administrative	
Reading & Language Arts	Library Media	<b><u>FOR RENEWAL ONLY</u></b> ( <i>Documents</i>
Special Education*	Health*	<i>initially issued prior to 9/76</i> )
	Clinical or Rehabilitative*	Standard ( <i>list type</i> )
	Pupil Personnel*	General ( <i>list type</i> )

\*Must list Authorized Field for these credentials

Be sure to list the appropriate authorized fields, supplementary subjects, bilingual language and emphasis program if applicable.

### SECTION 3: EDUCATION

List your college or university degrees as shown. Official transcripts for applicable course work bearing the raised seal of the institution or the registrar's signature in ink must accompany your application. Grade cards are not acceptable. If you apply through a school district, county office of education, or college or university, you may include photocopies as long as the agency submitting the application verifies that they are true copies of the originals. If the college or university will not release the official transcripts to you, contact your employer to see if they will allow you to file your application with them so that you can request that the transcripts be sent directly from the institution to your employer, who can attach them to the application and forward the packet to us. **DO NOT** have any college or university mail transcripts directly to this office separate from the application. If no course work was required for this renewal, no transcripts need be submitted.

Applicants who have completed their degree or professional preparation **OUTSIDE** of the UNITED STATES must have their degrees and transcripts evaluated by an agency approved by the Commission prior to submitting their application. Call our office to request specific information about this process, including a list of approved evaluating agencies. (Call [916] 445-7254 and press 1-1-1-2)

### SECTION 4: PERSONAL AND PROFESSIONAL FITNESS

You are required to answer all questions. If you answer "yes" to a question, you must submit a full explanation on a separate sheet of paper.

You are required to disclose *all* criminal convictions including convictions based on a plea of no contest. You must disclose a conviction even if the case has been dismissed pursuant to Penal Code Section 1203.4.

**WARNING:** Failure to disclose information and/or false or deceitful answers could lead to criminal prosecution, denial of your application and/or revocation of other credentials you currently hold.

## **SECTION 5: OATH AND AFFIDAVIT**

Please complete this section and certify (or declare) under penalty of perjury that all the foregoing statements in this application are true and correct by signing the Oath.

### **ADDITIONAL INFORMATION: OTHER SUPPORTING MATERIALS**

You are responsible for submitting all supporting materials required for the type of credential for which you are applying. For renewals, read your document and any evaluation letters you received carefully to be sure nothing has been overlooked.

If this is your first application for this type of credential and you hold an OUT-OF-STATE CREDENTIAL/CERTIFICATE/LICENSE authorizing this type of public school service, include a photocopy of that document.

If you are applying for the renewal of a professional clear credential, include your original PROFESSIONAL GROWTH PLAN AND RECORD FORM signed by both you and your professional growth advisor and the VERIFICATION OF SUCCESSFUL SERVICE FORM signed by your employer.

If you are applying for a Designated Subjects Adult or Vocational Education Credential other than for the renewal of a clear credential, you will need the recommendation of an approved Local Education Agency or Employing School District. Call our office to request a list of approved LEAs.

### **FEES**

Attach a CERTIFIED CHECK OR MONEY ORDER for the total amount to the front of the application. A personal check is acceptable if you are mailing the application directly to us. Make checks payable to the *California Commission on Teacher Credentialing*. Be sure to include the required fees for all applications, fingerprint cards, and examination scores that you are currently submitting. See the enclosed fee schedule to determine the correct amount. If you are applying through a college or university, county office of education, or school district office, you might be asked to make the check payable to that *agency* so that they can submit a single check to us for all of their applicants. The application fee is considered earned when the application is received and is **not refundable** (Ref. Title 5, California Code of Regulations, §80487). A service charge will be assessed for a check which does not clear the bank. Your application and fee remain valid for one year.

### **WHERE TO FILE THIS APPLICATION**

If you are currently completing your professional preparation program at a California college or university, you must file your application with them and receive their formal recommendation for the internship, preliminary, clear, professional, or professional clear credential.

If you are being employed on an emergency permit, other than a 30-Day Substitute Permit, a one-year nonrenewable credential, or district internship credential you must apply through your employing school district or county office of education.

If you are not currently completing your professional preparation program or employed in the public schools of California, you may send your application directly to us.

### **THE MAILING OF YOUR DOCUMENT**

If you already have fingerprint clearance on file with us, your credential will be printed and mailed to you once it is granted. If you were recommended for the credential by a college or university, the credential will be sent to the institution and they will forward it to you. If you submitted fingerprint cards with your application, you will receive a letter verifying your academic eligibility for the credential when your application is favorably evaluated and the fingerprint cards will be forwarded to the California Department of Justice and the FBI for processing. Fingerprint processing generally takes three to six months. When we receive clearance from both DOJ and FBI, your credential will be printed and mailed. The application form and supporting materials will not be returned to you.

Title 5, California Code of Regulations, §80443, sets a minimum processing time for completed applications. Applicants not notified of their credential status within 75 working days after the

Commission receives the application have the right to file an appeal, in writing, with the Executive Director of the Commission for a refund of the filing fee. Applications delayed by a Commission appeal, Professional Standards review, or fingerprint card processing are not subject to the 75-day restriction. The Commission may deny the refund request if the Commission's application workload exceeds by 15% the number of applications processed in the same quarter of the previous year, or if other statutory mandates cause an unforeseeable delay in application processing.

Request a return receipt through the Post Office when you mail the application packet if you would like notice that your application form was received by the Commission.

If you need additional information about credentialing in California or about filing your application, you may write, telephone or e-mail the California Commission on Teacher Credentialing at the address on the top of the instructions. Additional application forms and information are also available at county offices of education, school district offices, and in the education offices at colleges and universities with Commission-approved professional preparation programs.

### *Before you seal the envelope . . . .*

For the first time California credential applicant, be sure you have included the following items. Incomplete applications will be returned to you.

- ☐ Application (41-4) form
- ☐ Character and Identification (41-CIC) form
- ☐ Two fingerprint cards (Bid-7 revised 11/87 or later)
- ☐ Exam score reports when applicable
- ☐ Official transcripts and other necessary materials
- ☐ Current fees

### For Renewals

- ☐ Application (41-4) form
- ☐ Professional Growth Plan and Record form when applicable
- ☐ Verification of Experience when applicable
- ☐ Official transcripts and/or other necessary materials when applicable
- ☐ Current fees

*Thank you for your interest in the California public schools.*

# APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE

Mail to: STATE OF CALIFORNIA  
CALIFORNIA COMMISSION ON TEACHER  
CREDENTIALING  
BOX 944270 (1900 Capitol Avenue)  
SACRAMENTO, CALIFORNIA 94244-2700

(For Privacy Act Notification See Instructions)

☐ Appeal: CTC or RGA \_\_\_\_\_

☐ Route to \_\_\_\_\_

Commission Use Only: Fee Information	
APP	FP
EXAM	OTHER

Fee Stamp

County/District/Institution Use Only

Issuance Date: \_\_\_\_\_

☐ IHE Recommendation Attached

## 1. PERSONAL INFORMATION (Type or print)

Social Security Number: \_\_\_\_\_  
(Required for identification only)

Applicant's Full Legal Name:

First	Middle	Last
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Mailing Address

City

State

ZIP Code

All Former/Maiden Name(s):

First

Middle

Last

Date of Birth

Month	Day	Year
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County of Employment \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

## EMERGENCY PERMITS

Applications for emergency permits, except 30-Day Substitute Teaching Permits, must be filed through the employing agency, which must have an annual Declaration of Need for Fully Qualified Educators on file with the Commission prior to the submission of any applications.

County CDS Code \_\_\_\_\_

☐ School District CDS Code \_\_\_\_\_

☐ Charter School \_\_\_\_\_

☐ Non-Public School or Agency \_\_\_\_\_

Statewide Agency \_\_\_\_\_

## 2. TYPE OF CREDENTIAL

☐☐☐☐

Other \_\_\_\_\_

NAME OF CREDENTIAL \_\_\_\_\_  
Term Title

Authorized Field(s) \_\_\_\_\_ Supplementary Authorization(s) \_\_\_\_\_  
(if applicable) (if applicable)

Bilingual Language (if applicable) \_\_\_\_\_ Emphasis Program (if applicable) \_\_\_\_\_

Please complete page 2



Commission Use Only

Do not write below this line

☐ Mail PGM ☐ Mail Originals

First application in Micro \_\_\_\_\_

CO Initials \_\_\_\_\_ Date \_\_\_\_\_

☐ Reject Mailed

☐ FPCO Mailed

FP Reject:

DOJ/FBI Initials \_\_\_\_\_ Date \_\_\_\_\_

DOJ/FBI \_\_\_\_\_

DOJ/FBI \_\_\_\_\_

Bar Coded Label

### 3. EDUCATION

List all colleges and universities attended. A complete set of official transcripts must accompany the INITIAL APPLICATION for each credential. For RENEWALS, include official transcripts of renewal course work only.

Name of Institution	Location	Dates of Attendance		Degree and Subject/Major	Date Granted
		From	To		

**MUST BE COMPLETED EACH TIME YOU APPLY.**

### 4. PERSONAL AND PROFESSIONAL FITNESS

Answer the questions below by checking "yes" or "no." **If you answer "yes" to any question, you must submit a full explanation using a separate sheet of paper.**

	Yes	No
a. Have you ever been dismissed, retired, resigned from, suspended for more than ten days, or otherwise left school employment because of allegations of misconduct?		
b. Have you ever been convicted, including a conviction based on a plea of no contest, of <i>any</i> felony or misdemeanor in California or any other place?		
c. Have you ever been or are you currently the subject of <i>any</i> inquiry or investigation by any licensing agency or law enforcement agency (in California or any other state)?		
d. Are <i>any</i> criminal charges currently pending against you?		
e. Is <i>any</i> disciplinary action now pending against you in any school district?		
f. Have you ever had any credential, including but not limited to any Certificate of Clearance, permit, credential, license, or other document authorizing public school service or teaching, privately admonished within the past three years, publicly reprovved, suspended, revoked, voided, self revoked and/or otherwise subjected to any other disciplinary action in California or any other place?		
g. Have you ever had <i>any application</i> for a credential, including but not limited to any Certificate of Clearance, permit, credential, license or other document authorizing public school service or teaching, denied and/or rejected <u>for cause</u> in California or any other state or place?		

**ALL INFORMATION MUST BE COMPLETED EACH TIME YOU APPLY.**

### 5. OATH AND AFFIDAVIT

I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of California, and the laws of the United States and the State of California. I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all the foregoing statements in this application are true and correct.

Date \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

☒ SIGNATURE OF APPLICANT \_\_\_\_\_